## Overview

### Desktop Publishing

-Desktop publishing is when we create documents using page layout software.

-We can use desktop publishing to make things like newsletters, brochures, magazines and newspapers.

- Some examples of software that we can use for desktop publishing are Microsoft Publisher, Adobe Spark and Canva.

-When using desktop publishers, we consider how images and text are laid out the page in an eye-catching and appropriate format.

## Layout of A Page

When desktop publishing, we consider how we can lay out a page in the most interesting, eye-catching, and appropriate ways, to suit our purpose and audience.

The title should be large, bold and clear. It is normally the largest text on the page.

Consider which font you will use – different fonts create different ideas and feelings.

What is the main story of the magazine? How can you sum the story up in a few words?

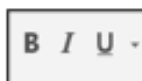Think about how different colours make us think and feel.

Think about where you will put the date and price of the magazine – this is important information!

Magazines are normally in portrait orientation. Think about how you lay out text and images.

## Text Tools

The toolbar is the set of icons and buttons that are at the top of the page in a desktop publisher. You should already know some of these from your earlier study:
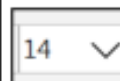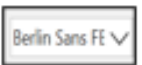
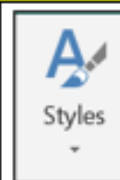| | |
|---|---|
| These tools can change the text. The B makes the text **Bold.** The *I* writes the text in *Italics*. The U underlines the text. | Clicking on this icon allows you to change the size of the text. After pressing the icon, you will see a list of numbers. The larger the number selected, the bigger your text will be. |
| Clicking on this icon allows you to change the font (style) of the text. Most desktop publishers have many styles to choose from. | Clicking on this icon opens the text colour tool. It allows you to change the colour of the text. There are often many colours to choose from. |

The undo tool reverses the last thing that you did. If you make a mistake, the undo tool can help you to get it back to how it was.
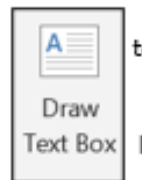
## Image and Layout Tools

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| Templates have a pre-arranged layout, colour scheme and style that you can adapt for your needs! | -The styles tool is a real time saver. You get to choose a number of different features, e.g. fonts and colours, and it will apply the rules to the whole document. |
| -Text boxes allow you to type text anywhere on the document. The box itself can be coloured. You can make the text box as large or small as you want, and rotate it using this symbol. | -This tool lets you insert pictures into your document. You can select pictures already on your computer, or search the internet for pictures. Pixabay contains lots of pictures that you can legally use in publications. |

| Key Vocabulary | |
|---|---|
| **Internet** | The Internet is a vast network of computers connected to each other all around the world. |
| **search engine optimisation (SEO)** | The process of getting more clicks onto a web page from a search engine by improving the web page content. |
| **search engine results page (SERP)** | Search engine results page is the list of web pages, images and videos generated by search engines in response to inputted search terms. |
| **Uniform Resource Locator (URL)** | This is the address given to find web pages on a web browser, for example, www.twinkl.co.uk. |
| **web browser** | A web browser allows you to access the Internet, including search engines and other web pages. |
| **web crawler** | A computer program that crawls across the World Wide Web to find and index pages for search engines. It is sometimes called a spider. |
| **web page** | This is a specific page that is viewed on a web browser by entering a URL address. It can display text, graphics and hyperlinks to other web pages. |
| **website** | This is a collection of web pages grouped together. |

## Search Engine

A search engine is a service you use on the Internet to help you find information via the World Wide Web.

They allow us to input words or phrases into the search bar or address bar. The search engine then provides a list of websites or web pages that link to the words or phrases that were inputted.
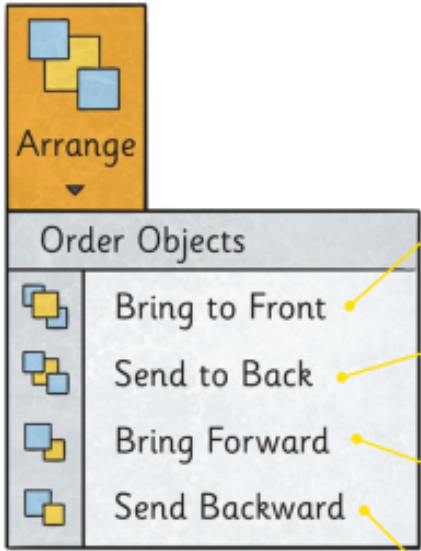
## Key Vocabulary

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| **aspect ratio** | The relationship between the height and width of an image on a screen. |
| **collage** | A picture made by putting images together on a computer. |
| **font** | The way text looks. This can be the style, size or colour. |
| **format** | The appearance or presentation of text, objects or images. |
| **grouping** | Combining multiple objects into a single **group** so they behave as if they are one object. |
| **manipulate** | Changing the size of a shape or object on a computer. |
| **nodes** | Handles that allow you to change the curve of a line or resize a shape. |
| **order** | A tool to arrange objects, such as text and images, into different layers on the screen. |
| **text box** | A text box is an object that can be placed in a document and used to enter text. |
| **ungrouping** | Separating images that have been **grouped** together so they behave separately. |
| **wrap text** | Changing the text to fit around an image or object. |

## What Is Desktop Publishing?

Desktop publishing is the use of a PC device to combine various elements like text, photographs, shapes and charts in order to create printed materials such as posters, books, leaflets or magazines.

## How Can You Order Objects?

- Select an object.

- Right-click to **order** the objects.

Click here to move the selected object to the front.

Click here to move the selected object to the back.

Click here to move the selected object in front of another.

Click here to move the selected object behind another.

## How Can You Group Objects?

- Select all the objects you want to **group** together by holding down the **Ctrl** key and left-clicking on each object.
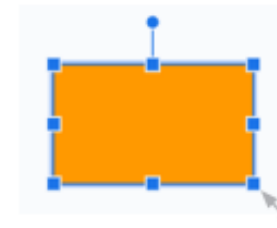


- Right-click on the selected objects and select **Group**.
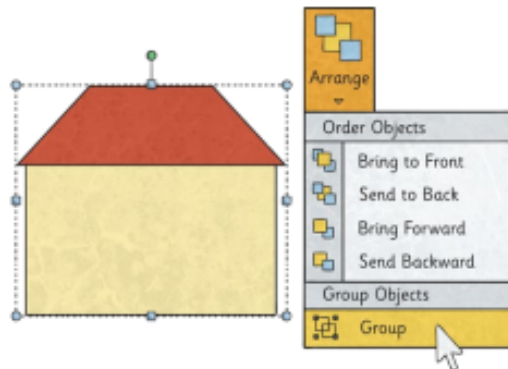


## How Can You Manipulate Shapes and Lines?

- Click on a shape to select it.

- Drag any of the squares **nodes** to **manipulate** the shape.



- For curved lines, double-click on the line.

- Drag any of the circle **nodes** to **manipulate** the line.



## How Can You Group Objects?

- Select and right-click on the text or **text box**.

- Select **Wrap Text**.

- Choose either **Square** or **Tight**. These are often the best options as they let you move the text to anywhere on the page.



Square    Tight    Through    Top and bottom    None



Picture    Table    Shapes    Wrap Text

None
Square
Tight
Top and Bottom
Through
In Line with Text

# Office | P | Using PowerPoint | P | Office
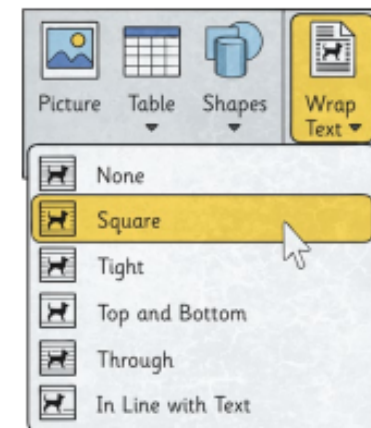
## Important Symbols

| PowerPoint | Add New Slide | Insert Picture | Insert Word Art | Insert Sound | Format Background | Play Slide Show | Paste | Insert Text Box | Transition |
|------------|---------------|----------------|-----------------|--------------|-------------------|-----------------|-------|-----------------|------------|
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## Key Vocabulary

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|---|---|
| **Slide** | A slide is a single page of a presentation. |
| **Design** | The design is the style of the presentation- including the colour of the slides, font styles and layout. |
| **Transition** | A slide transition is the visual effect that occurs when you move from one slide to the next. |
| **Animation** | These are visual effects for objects in a PowerPoint. Animation brings objects like text, images, or charts on or off the slide. |
| **Slide Show** | This is another name for a presentation. |
| **Word Art** | This is a way of giving your text different effects. |
| **Text Box** | A special shape designed to place text onto slides. |

All of the features are accessed from the tabs along the top:

## What is PowerPoint?

PowerPoint is part of Microsoft Office software. It is mainly used to create multimedia presentations.

PowerPoint is opened from the Start Menu. ⊞

PowerPoint uses a system of slides which can contain words, images, charts and sounds.

Here is what PowerPoint looks like:

This is a PowerPoint Presentation

## Key Skills

**Animation:**

Select the image you want to animate, click on the Animation tab and choose an effect. Each object can be animated.

**Sound (audio):**

Click on the Insert tab, select Audio and then choose a sound file or record your own sound.